# WEATHERIZATION ASSISTANCE PROGRAM STATE PLAN – 2011 PROGRAM YEAR July 1, 2011

Nebraska Energy Office P.O. Box 95085 Lincoln, NE 68509 402-471-3682

# I.1 Budget

2011 Program Year Allocation - DOE	\$1,534,915.00
Training and Technical Assistance	\$ 366,582.00
Nebraska Energy Office Administration	\$ 95,074.85
Subgrantee Administration	\$ 95,074.85
CPA Audits	\$ 13,500.00
Liability Insurance	\$ 13,447.65
Health and Safety (15%)	\$ 187,586.91
Program Operations	\$1,062,992.47

I.2 Proposed Weatherization Projects	DOE
Subgrantee	Allocation
Blue Valley Community Action	\$ 98,962.64
Central Nebraska Community Services	\$209,577.30
Goldenrod Hills Community Action	\$209,270.04
Community Action Partnership of Lincoln & Saunders Counties	\$202,202.99
Community Action Partnership of Mid Nebraska	\$234,612.51
Northwest Community Action Partnership	\$ 57,174.88
Community Action Partnership of Western Nebraska	\$ 81,448.65
Southeast Nebraska Community Action Council	\$ 95,582.74
Weatherization Trust Inc.	\$360,983.02

Note: Any additional weatherization funds earmarked for program operations or health and safety will be distributed to Nebraska subgrantees in proportion to their allocated share.

### I.3 Summary of Major Changes from the 2010 Program Year

• There are no major changes for the 2011 Program Year.

#### II.3 Subgrantees

# **Blue Valley Community Action**

P.O. Box 273

Fairbury, NE 68352

Type of Organization: Community Action Agency Source of Labor: Private Contractors and Crews

Contact: Kelly Davis Email: kdavis@bvca.net Phone: 402-729-2278 Fax: 402-729-2801

Counties Served: Butler Fillmore Gage

Jefferson Polk Saline Seward Thayer York

DOE Allocation: \$98,962.64

Minimum Units: 16

Congressional districts served and percent of subgrantee allocation:

CD
Percent
01
69%
03
31%

### **Central Nebraska Community Services**

P.O. Box 509

Loup City, NE 68853

Type of Organization: Community Action Agency

Source of Labor: Crews Contact: Sharon Jonak Email: sjonak@cennecs.org Phone: 308-745-0780 Fax: 308-745-0824

Counties Served: Blaine Boone Boyd Brown Colfax Custer

Garfield Greeley Hall

Hamilton Holt Howard Keya Paha Loup Merrick Nance Platte Rock Sherman Valley Wheeler

DOE Allocation: \$209,577.30

Minimum Units: 35

Congressional districts served and percent of subgrantee allocation:

One of the congressional districts served and percent of subgrantee allocation:

One of the congressional districts served and one of the congression of

### **Goldenrod Hills Community Action**

P.O. Box 280 Wisner, NE 68791

Type of Organization: Community Action Agency Source of Labor: Private Contractors and Crews

Contact: Ron Vonderhoe Email: wxdir@gpcom.net Phone: 402-529-3513 Fax: 402-529-3209

Counties Served: Antelope Burt Cedar

Cuming Dakota Dixon

Dodge Knox Madison

Pierce Stanton Thurston

Washington Wayne

DOE Allocation: \$209,270.04

Minimum Units: 35

Congressional districts served and percent of subgrantee allocation:

CD
Percent
01
78%
03
22%

## **Community Action Partnership of Lancaster and Saunders Counties**

210 "O" Street Lincoln, NE 68508

Type of Organization: Community Action Agency

Source of Labor: Private Contractors

Contact: Kathy Willey

Email: kwilley@communityactionatwork.org

Phone: 402-471-4515 Fax: 402-471-4844

Counties Served: Lancaster Saunders

DOE Allocation: \$202,202.99

Minimum Units: 34

Congressional districts served and percent of subgrantee allocation: 01 Percent 100%

### **Community Action Partnership of Mid Nebraska**

P.O. Box 2288 Kearney, NE 68848

Type of Organization: Community Action Agency Source of Labor: Private Contractors and Crews

Contact: Jackie Harpst Email: jharpst@mnca.net Phone: 308-865-5675 Fax: 308-865-5681

Counties Served: Adams Arthur Buffalo

Chase Clay Dawson
Dundy Franklin Frontier
Furnas Gosper Grant
Harlan Hayes Hitchcock

Hooker Kearney Keith
Lincoln Logan McPherson
Nuckolls Perkins Phelps
Red Willow Thomas Webster

DOE Allocation: \$234,612.51

Minimum Units: 39

Congressional districts served and percent of subgrantee allocation: 03 Percent 100%

# **Northwest Community Action Partnership**

270 Pine Street Chadron, NE 69337

Type of Organization: Community Action Agency Source of Labor: Private Contractors and Crews

Contact: Ross Heinen

Email: ncapwtz@yahoo.com

Phone: 308-432-3393 Fax: 308-432-5799

Counties Served: Box Butte Cherry Dawes

Sheridan Sioux

DOE Allocation: \$57,174.88

Minimum Units: 10

Congressional districts served and percent of subgrantee allocation: 03 Percent 100%

Community Action Partnership of Western Nebraska

3350 10<sup>th</sup> Street Gering, NE 69341

Type of Organization: Community Action Agency

Source of Labor: Crews Contact: Mike Minzey

Email: mminzey@capwn.org

Phone: 308-635-3089 Fax: 308-635-0264

Counties Served: Banner Cheyenne Deuel

Garden Kimball Morrill

Scotts Bluff

DOE Allocation: \$81,448.65

Minimum Units: 14

Congressional districts served and percent of subgrantee allocation: CD Percent 03 100%

#### Southeast Nebraska Community Action Council

P.O. Box 646

Humboldt, NE 68376

Type of Organization: Community Action Agency Source of Labor: Private Contractors and Crews

Contact: Rick Adams

Email: rickadams@neb.rr.com

Phone: 402-862-2411 Fax: 402-862-2428

Counties Served: Cass Johnson Nemaha

Otoe Pawnee Richardson

Sarpy

DOE Allocation: \$95,582.74

Minimum Units: 16

Congressional districts served and percent of subgrantee allocation:

CD Percent
01 70%
02 30%

#### **Weatherization Trust Inc**

2915 North 16<sup>th</sup> Street Omaha, NE 68110

Type of Organization: Non Profit Corporation

Source of Labor: Crews Contact: Richard Haire

Email: weatherization@wti.omhcoxmail.com

Phone: 402-342-1611 Fax: 402-502-9813

Counties Served: Douglas DOE Allocation: \$360,983.02

Minimum Units: 60

Congressional districts served and percent of subgrantee allocation: 

CD

Percent

100%

# **II.4** WAP Production Schedule

233
26
\$1,901,497.00
233
26
259
\$0
259
\$0
\$1,549,814.75
233
26
259
\$5,983.84
\$0
\$5,983.84

# II.5 Energy Savings

Method Used to Calculate Savings: WAP Algorithm

The Nebraska Energy Office estimates that the average energy savings per completed dwelling unit will be 19%. In 2010, the Energy Office contracted with the University of NE-Lincoln to conduct an analysis of the impact of the Weatherization Program. The results are expected in early 2012.

Estimated Energy Savings: 7,899.50 BTU

# **II.6** Monitoring Activities

To ensure quality workmanship throughout the State, the Energy Office will implement a comprehensive monitoring strategy during the 2011 program year. Subgrantees are expected to serve the state's ninety-three (93) counties based on the relative need of the low-income population residing in each county of their service area.

The Comprehensive Monitoring Strategy includes the activities as noted below:

Type of Monitoring Activity	Monitoring Goal
Onsite Inspection of Completed Units	20-35% of all completed units
Quality Control Inspections	Minimum of 3 per month
Onsite File Review	File review for each completed project
	receiving an onsite inspection
Davis Bacon Interviews/Review	As required for all contractors/crews
Lead Safe Weatherization	Minimum 3 per qtr/per contractor
Desktop Energy Audit Review	10-15 % of units submitted for reimbursement

If serious health and safety deficiencies are identified during the monitoring visit, subgrantees will be required to re-inspect all units completed that month by the agency's inspector and contractor and/or crew responsible for performing the work and verify that additional deficiencies do not exist. Serious is defined as an imminent threat to the occupant's life or to the building structure.

Each subgrantee will receive a formal monitoring during the 2011 Program Year. Formal monitoring consists of a financial review and a systems monitoring.

Nebraska Energy Office Program Monitoring and Compliance Activities						
Type of Monitoring/Review	Purpose Purpose	Conducted by:	# of Units	Frequency		
Traditional Project Monitoring	Inspection of completed projects that are submitted to NEO for reimbursement	Program Field Monitors	10-15% of all completed units	At least monthly as needed to reach targeted number of units		
Quality Control Monitoring	Accompany sub-grantee Quality Control Program Inspector on final diagnostic testing and monitoring of unit prior to submittal for reimbursement to NEO	Program Field Monitors	5-10% of all completed units	At least monthly as needed to reach targeted number of units		
File Review Monitoring	On-site review of sub- grantees reviews	Program Field Monitors	100% of units that receive a Traditional Monitoring Inspection	At least monthly to ensure that each unit that file review is completed for every Traditional Monitoring Inspection		
Davis Bacon Interviews & Compliance <sup>1</sup>	Assure wages are paid as required by law	Program Field Monitors	n/a	Ensure that all crew members are interviewed once during ARRA contract		
Lead Safe Weatherization	Assure that lead-safe procedures are implemented as required	Program Field Monitors	n/a	At least once per quarter/per sub- grantee and per crew/contractor		
Formal Program Monitoring	Comprehensive review of sub-grantee program administration	Fiscal Compliance Analysts	n/a	At least once annual		
Agreed-upon Procedures	Focused review	Independent Contractor	n/a	At least once during ARRA contract		
Energy Audit Review	Review energy audits submitted with reimbursement requests to ensure all energy efficiency measures are identified and implemented and SIR's for appropriate measures	Building Program Specialist	5-10% of all completed units	Monthly sample from Reimbursement Requests		

<sup>&</sup>lt;sup>1</sup> For ARRA-funded projects only 2010 Weatherization Assistance Program

### II.7 T&TA Activities

#### Subgrantee Monitoring

Four Program Monitors, a Building Program Specialist, two Fiscal Compliance Analysts, and the WAP/SEP Division Chief are responsible for monitoring and evaluating the operation of the WAP program at the subgrantee level as outlined. See II.6 for more information about the WAP monitoring strategy.

#### **Technical Assistance**

Each weatherization subgrantee is assigned a Field Monitor on a rotating basis that is responsible for completion of the inspection and technical assistance activities that are part of the Comprehensive Monitoring Strategy. Technical assistance provided may include but is not limited to: staff training, policy interpretation, state plan clarification, working with subgrantees on deficiencies and informing subgrantees of new weatherization techniques.

# **Energy Office Staff Training**

Training is essential for staff development and it must be provided on an ongoing basis to upgrade the quality of service delivered by the state field monitors. Each monitor is expected to research and attend training opportunities, which will enable them to gain additional knowledge and skills in: weatherization technology, furnace technology and diagnostic equipment.

# **Lead Safe Weatherization Training**

Lead safe weatherization training continues to be a major focus of Nebraska's training efforts during the 2011 Program Year. Nebraska will continue to ensure that WAP Network contractors and crew receive training and ongoing technical assistance regarding the RRP and Lead-Safe Weatherization work practices through the WAP Training Network and through monthly site visits to observe Lead Safe Weatherization practices of crews and contractors.

# **Annual Planning Conference**

The Nebraska Energy Office has held a planning conference for current subgrantees and Energy Office staff for 24 years running. Discussions have focused on the upcoming Weatherization State Plan. Many useful recommendations have been made and been incorporated into the new State Plan. Since the inception of ARRA, there have been no planning conferences due to the need to ramp-up, hire, and train staff for unprecedented production and expenditure goals.

### State Technical Working Group

One technical staff person from each subgrantee will attend a meeting with Energy Office technical staff to discuss technical issues, specific problems, innovative solutions, and program direction. The State Technical Working Group will meet during the 2011 Program Year for trainings focused on the Weatherization Installation Measures and Standards. A training is scheduled for November 2011.

## **Subgrantee Training**

The Energy Office has contracted with Nebraska's community colleges to establish a comprehensive training strategy that assures training is availability throughout the State using the U.S. DOE curriculum and supplemented with a series of in-depth topical trainings in a variety of areas during the 2011 Program Year. First priority to attend the trainings are Nebraska WAP sub-grantee staff and contractors. Training is delivered through a site-based center in Omaha, Nebraska and a traveling trailer at community college sites throughout the state. The schedule through March 2012 includes Installer Fundamentals, Installer Intermediate, Crew Chief, Energy Auditor, and Mobile Home Weatherization. Training opportunities are available for a fee for individuals and organizations that are not members of the Nebraska WAP Network.

The training needs of the WAP Network are substantial because of additional employees and contractors hired by sub-grantees to meet aggressive production requirements of ARRA funding. Since August 2011, the NEO has sponsored CAZ training with DOE contractors training-the-trainer and subsequent trainings delivered

to each of the nine sub-grantee organizations. More recently, the WAP Network trainings are being offered through the two community colleges, more than 100 WAP Network members have attended the Installer Fundamentals training, and many have completed the Installer Intermediate training. Training has been offered in Omaha, Columbus, Scottsbluff, and Lexington, and WAP staff and contractors were able to attend trainings in a place where travel time was minimized.

## Subgrantee Training and Technical Assistance

Each subgrantee will receive funds to help offset the cost of their inspector and crew workers while attending training or to provide training for their weatherization staff and/or contractors. Additional funds will be provided to subgrantees upon request.

#### Consumer Education

The Nebraska Energy Office designated Amoco oil overcharge funds for an educational project to supplement the Low-Income Weatherization Assistance Program. The educational component has been designed to enhance program participants' understanding of home energy efficiency improvements, to increase energy savings, and to contribute to the ongoing effectiveness of installed weatherization measures. Educational materials have been prepared by the Energy Office and training provided to our subgrantees.

# **II.8.1.1 Other Funding Sources**

Low Income Home Energy Assistance Program (LIHEAP) funds have been directed into the weatherization program since 1982. The amount of LIHEAP funds available for weatherization during the 2010 program year (through December 2011) is \$4,489,926. LIHEAP funds are used in accordance with all applicable U.S. DOE and Nebraska State Plan rules and regulations. In addition, Nebraska received \$41,644,458 in American Recovery and Reinvestment Act funds, which must be expended by March 31, 2012.

# **II.8.1.2** Subgrantees Involved in the Leveraging Process

Most Nebraska subgrantees operate other housing programs that enable them to leverage resources from other funding sources.

# II.8.2 Use of DOE Leveraging Funds and of the Funds Leveraged

No leveraged funds are identified for this program year.

# **II. 9 Policy Advisory Council Members**

Member Representing

Mike Kelly Nebraska Department of Health & Human Services

Low Income Home Energy Assistance Program & Energy Assistance Recipients

Gary Richards Elderly Nebraskans
Roger Fuhrer Low Income Nebraskans

Judi Martin Nebraska Utilities & the Nebraska Energy Assistance Network

# II.10 State Plan Hearings

A public hearing was held to receive public input on the Program Year 2010 State Plan on Thursday, June 23, 2011 at 10 a.m. in the Nebraska Energy Office Conference Room, 1111 "O" Street, Lincoln, NE 68508. No participants attended this meeting. Notice of the meeting was published in the statewide daily publication the Omaha World Herald, sent to all WAP program managers and agency executive directors, and posted on the Nebraska Energy Office website.

### **III.1.1Eligible Population**

#### Definition of Income Used to Determine Eligibility

Low income will mean that income in relation to family size, which: (1) is at or below 200 percent of the poverty level determined in accordance with criteria established by the Director of the Office of Management and Budget, or (2) is the basis on which cash assistance payments have been paid at any time during the preceding twelve months under Titles IV and XVI of the Social Security Act, or (3) is the basis on which energy assistance payments have been paid under the Low Income Home Energy Assistance Program at any time during the preceding twelve months.

### <u>Procedures to Determine That Units Weatherized Have Eligibility Documentation</u>

All dwelling units certified as eligible for services shall be occupied by a family unit with income at or below 200 percent of the poverty level, or "Which contains a member who has received cash assistance payments under Title IV or XVI of the Social Security Act or applicable State or local law during the twelve month period preceding the determination of eligibility for weatherization assistance," or which contains a member which has received energy assistance payments under the Low Income Home Energy Assistance Program during the twelve month period preceding the determination of eligibility for weatherization assistance. A minimum of 20 client files are reviewed at each subgrantee during formal monitoring to assess compliance with this requirement.

## <u>Definition of Children</u>

Children are defined as those individuals under the age of six.

#### Low Income Members of Indian Tribes

Low-income members of Indian tribes will receive benefits equivalent to the assistance provided to other low-income persons within Nebraska.

### Qualified Aliens Receiving Weatherization Benefits:

U.S. DOE directs grantees to guidance provided by Health and Human Services (HHS) under LIHEAP. This guidance can be found by going to <a href="http://faq.acf.hhs.gov/cgi-bin/liheap.cfg/php/enduser/home.php">http://faq.acf.hhs.gov/cgi-bin/liheap.cfg/php/enduser/home.php</a> and searching the word "aliens" under the "Find Answers" section. The Energy Office registered for the SAVE (Systematic Alien Verification for Entitlements) program to verify qualified alien status of Weatherization Program applicants for sub-grantees. Sub-grantees submit the required information to the Energy Office who completes the verification process.

# III.1.2 Selection of Areas to Be Served

Current service areas are predominantly based upon the historic boundaries of the state's community action agencies (CAA's). This was done for two reasons. First, most Nebraska subgrantees are CAA's and in general, these boundaries are their operational boundaries. Second, this approach enables CAA's to use existing outreach structures to procure eligible clients. This system has worked reasonably well for Nebraska over the past twenty years. However, the State reserves the right to redesignate weatherization service areas during a program year should production of homes or service to eligible clients become deficient in any given service area for the Weatherization Assistance Program. The Energy Office reserves the right to operate, on a temporary basis, the Weatherization Program in the territory of any defunded subgrantee. This will be done to insure continued service to an area during the search for a new subgrantee.

Eligible entities that wish to become a subgrantee under the Weatherization Assistance Program must notify the Nebraska Energy Office by January 15 of their interest in becoming a subgrantee for the program year beginning July 1 of that year. The Energy Office will, upon receiving written notification of intent to apply for subgrantee status, provide to the potential applicant an application package containing, but not limited to requests for: Articles of Incorporation, Mission Statement, key agency personnel, Board of Directors and representation, two most recent Certified Public Accountant audits, organizational chart, and proposed staffing levels. The application must also address:

- The organization's experience and performance in weatherization or housing renovation activities;
- The organization's experience in assisting low income persons in the area to be served; and
- The organization's capacity to undertake a timely and effective weatherization program.

The completed application must be returned to the Energy Office by February 15 of that year. The Nebraska Energy Office will hold a public hearing for all potential subgrantees prior to April 1 of that year.

### III.1.3 Priorities

Eligible clients will receive weatherization assistance in Nebraska according to the following priorities:

- 1. Disabled persons 60 years of age or older
- 2. Persons 60 years of age or older
- 3. Disabled persons
- 4. Native American persons
- 5. Persons with children under six years of age
- 6. Other eligible clients

Note: Subgrantees are authorized to develop procedures to prioritize client households based on their energy burden.

The term "disabled person" means any individual who: has a physical or mental disability which constitutes or results in a substantial handicap to the individual's employment; or has had a record of having, or is regarded as having a physical or mental impairment which substantially limits one or more of the individual's major life activities; or has a disability which would make the individual eligible to receive disability insurance benefits or Supplemental Security Income from the Social Security Administration or developmentally disabled assistance from the Department of Health and Human Services; or is a veteran or surviving spouse, child, or dependent parent of a veteran receiving compensation from the Veteran's Administration for a service connected disability or death; or is a veteran or surviving spouse or child of a veteran receiving a pension from the Veteran's Administration because of a non-service connected disability; or is a veteran receiving a pension from the Veteran's Administration because of being on a Medal of Honor Roll of one of the military services.

Subgrantees must serve clients by date of application by priority by county. As a rule, within an individual county, a lower priority client should never be served prior to a higher priority client if the higher priority client's application date preceded the lower priority client's application date. Subgrantees must document irregularities in the selection of clients. Subgrantees are authorized to develop procedures for addressing applications that have aged for more than 12 months because of lengthy waiting lists in individual counties.

# **III.2** Climatic Conditions

Total heating degree-days in Nebraska range from a high of 7,952 in the northwestern corner of the State to a low of 5,401 in southeastern Nebraska. The average heating degree-days have been supplied by the National Oceanic and Atmospheric Administration. Site-specific weather data is used in application of the NEAT audit. Cooling measures are not installed. The average heating degree-days for each subgrantee are set out below:

Blue Valley Community Action	5,952
Central Nebraska Community Services	6,529
Goldenrod Hills Community Services	6,581
Lincoln Action Program	6,165
Community Action Partnership of Mid Nebraska	6,348
Northwest Community Action	7,326
Panhandle Community Services	6,612
Southeast NE Community Action Council	5,997

# III.3.1 Types of Weatherization Measures to be Implemented

As a result of experience and research in weatherizing several thousand site-built and mobile homes in Nebraska, including substantial use of the National Energy Audit (NEAT) and the Mobile Home Energy Audit (MHEA), weatherization measures are mandated for use by all subgrantees under contract with the Nebraska Energy Office to perform weatherization in Nebraska. Subgrantees should install all cost-effective measures that have an SIR of 1.0 and above. The primary goal of the weatherization program remains the conservation of energy. Please see Appendix I for Nebraska's Weatherization Priority Measures and Work Standards. Primary emphasis is on insulation, furnace replacement, and air sealing.

#### FRAME, MASONRY AND MODULAR HOUSING

Health and Safety Measures General Heat Loss Measures Envelope Insulation Measures Electric Baseload Measures

### **MOBILE HOMES**

Health and Safety Measures General Heat Loss Measures Envelope Insulation Measures Electric Baseload Measures Window Measure

# III.3.2 Energy Audit Procedures

# **National Energy Audit (NEAT)**

The National Energy Audit (NEAT) has been adopted by the Nebraska weatherization program. The U.S. Department of Energy approved Nebraska's Audit procedures January 20, 2004. The Nebraska Energy Office submitted updated procedures to the U.S. Department of Energy during the 2009 Program Year. Nebraska subgrantees received training on the NEAT during two trainings held during the 2009 Program Year. Site-specific audits must be run on all single-family frame homes for all homes weatherized with Nebraska Weatherization Assistance Program funds.

#### **Mobile Home Energy Audit (MHEA)**

The Nebraska Energy Office submitted mobile home energy audit procedures to the U.S. Department of Energy for review during Program Year 2009. Nebraska has chosen to utilize the Manufactured Home Energy Audit (MHEA). Nebraska subgrantees received training on the MHEA at two trainings held during the 2010 Program Year. Site-specific audits must be run on all mobile homes weatherized with Nebraska Weatherization Assistance Program funds. Any mobile home where the total WAP investment (including Health & Safety) exceeds \$6,500 needs to be submitted for review by NEO staff before work is started on the unit. Submit the completed Energy Audit, the inspection documentation, and all bids received for work. NEO staff will review and get back to you with questions and/or approval.

#### **Multi-family Energy Audits**

Multi-family buildings that have more than three stories should not be weatherized using the NEAT audit. The U.S. Department of Energy has indicated that they will rely on the EA-QUIP and TREAT audits for these larger, multi-family buildings. Nebraska subgrantees received training on the TREAT at one training held during the 2010 Program Year. Subgrantees should consult the Nebraska Energy Office for technical assistance on such buildings.

# III.3.3 Final Inspection

Each subgrantee is required to perform a final inspection on the home before reporting it to the Energy Office as a completed home. Work must meet or exceed standards specified in the Nebraska Weatherization Work Standards. Documentation is required to be kept in each client file as evidence that a final inspection has been performed. The Energy Office will monitor client files as part of the subgrantee formal monitoring to ensure compliance with this requirement.

### III.3.4 Assessment of Effectiveness

The State of Nebraska is concerned that all entities that participate in the program be qualified and have sufficient ability to effectively deliver a quality product to the citizens of Nebraska. The following evaluation system has been developed to analyze current subgrantee performance and to assess viability for continued participation in the weatherization program.

**Formal Monitoring:** Each subgrantee must successfully complete a formal monitoring at least every two years. However, during the 2011 program year it is the intent of the Energy Office to monitor each sub grantee annually on a calendar basis.

**CPA Audits:** Each subgrantee must submit a satisfactory CPA audit within 13 months of the end of their fiscal year.

# **Blue Valley Community Action**

Successful Completion of Formal Monitoring: January 2010, January 2011

CPA Audit Approval: April 4, 2011

### **Central Nebraska Community Services**

Successful Completion of Formal Monitoring: June 2009, August 2010

CPA Audit Approval: February 16, 2011

### **Goldenrod Hills Community Action**

Successful Completion of Formal Monitoring: June 2009, May 2010, March 2011

CPA Audit Approval: April 11, 2011

## **Community Action Partnership of Lancaster and Saunders Counties**

Successful Completion of Formal Monitoring: April 2009, April 2010

CPA Audit Approval: September 8, 2010

#### **Community Action Partnership of Mid Nebraska**

Successful Completion of Formal Monitoring: April 2009, July 2010

CPA Audit Approval: February 4, 2011

# **Northwest Community Action Partnership**

Successful Completion of Formal Monitoring: March 2010, May 2011

CPA Audit Approval: November 30, 2010

#### **Community Action Partnership of Western Nebraska**

Successful Completion of Formal Monitoring: March 2010

CPA Audit Approval: December 29, 2009

#### **Southeast Nebraska Community Action Council**

Successful Completion of Formal Monitoring: April 2010, June 2011

CPA Audit Approval: February 11, 2011

#### Weatherization Trust Inc.

Successful Completion of Formal Monitoring: May 2009, August 2010

CPA Audit Approval: September 22, 2010

# **III.4** Health and Safety Plans

Please see Appendix A for Nebraska's Health and Safety plan. Historically, Nebraska has not limited H&S investment to a per-unit cost, rather it has allocated between 15-20 percent of its annual allocations to cover H&S-related expenditures. The attached chart shows historical expenditures for the WAP. For PY2011, NEO will establish an \$1,100 per dwelling unit maximum and require that per-unit expenditures that exceed \$1,100 must receive approval from NEO on a case-by-case basis.

		NE Weatheriz	ation Program	า				
Program Year	2004	2005	2006	2007	2008	2009	2010	
Program Support	596,666.15	546,416.43	554,344.86	428,267.53	461,584.98	633,202.01	778,533.50	3,999,015.46
WX Material	471,146.71	440,192.11	433,317.14	405,358.25	469,649.00	566,196.74	1,030,368.58	3,816,228.53
WX Labor	577,203.73	552,794.54	563,944.58	475,390.76	535,210.47	602,419.27	1,123,347.21	4,430,310.56
Health & Safety	391,788.74	348,809.87	369,830.73	321,796.50	234,782.38	297,437.82	461,795.85	2,426,241.89
H&S percentage	0.19	0.18	0.19	0.20	0.14	0.14	0.14	0.17
Total	2,036,805.33	1,888,212.95	1,921,437.31	1,630,813.04	1,701,226.83	2,099,255.84	3,394,045.14	14,671,796.44

### **III.5 Rental Procedures**

Rentals may be weatherized when in compliance with the income requirements as listed above and:

The subgrantee has written permission from the owner or his agent. Such written permission shall be permanently maintained in the file of the client whose unit is weatherized.

The benefits of weatherization assistance will accrue primarily to low-income tenants.

Not less than 66 percent (50 percent for duplexes and four-unit buildings) of the dwelling units in the building are eligible dwelling units or will become eligible dwelling units within 180 days under a Federal, State, or local program for rehabilitating the building or making similar improvements to the building.

The subgrantee must obtain and place in the client file a signed agreement from the landlord (or authorized agent of the landlord) that states that for a minimum of 12 months after weatherization work has been completed on a dwelling, the tenants in that dwelling will not be subjected to rent increases because of the increased value of dwelling units due solely to weatherization assistance provided under this part.

No undue or excessive enhancement shall occur to the value of the dwelling units.

In the event of a dispute between the tenant and landlord regarding the issues listed above, the subgrantee will attempt to resolve the dispute; if that fails, the tenant will be referred to legal aid by the subgrantee.

In the case of a vacant rental dwelling, weatherization assistance may be provided if there is assurance that a low-income household will inhabit the dwelling within 180 days of the date the weatherization service was completed.

The Nebraska Weatherization Program does not seek landlord agreements for placement of liens nor does it use other contractual restriction.

Subgrantees will provide copies of the signed Landlord Agreements to the tenants.

# **III.6.1** Description of Organization

The weatherization program is operated by the Nebraska Energy Office, an independent state agency.

# III.6.2 Administrative Expenditure Limits

The State Energy Efficiency Programs Improvement Act of 1990 permits subgrantees receiving less than \$350,000 in federally appropriated Low Income Weatherization Assistance Program funds to receive up to an additional 5% share of administrative funds. The Department of Energy has determined that this authorization may also apply to Exxon and Stripper Well funds at the discretion of the individual states.

The Nebraska Energy Office will utilize this provision in the 2011 Program Year.

# III.6.3 Monitoring Approach

The Nebraska Energy Office believes monitoring is an extremely important aspect of weatherization program management. A successful monitoring program improves subgrantee operations, identifies problems early enough for corrective action, and promotes quality work. The Energy Office considers monitoring to be an assessment of subgrantee performance in fulfilling program objectives.

Each subgrantee will receive a formal monitoring every year. Formal monitoring consists of a financial review and a systems monitoring.

The financial review will include:

- 1. A check of the contract files against contract procedures
- 2. Sample journal entries
- 3. Inventory reconciliation
- 4. Cost categories
- 5. Administrative expenses

The systems analysis will include:

- 1. The outreach support level and client application process
- 2. Reviewing client files for compliance with all federal and state Weatherization Assistance Program rules and regulations regarding mandated documentation of: household income, client certification of eligibility, owner/landlord permission for weatherization, rent declaration, fuel release statement, inspection statement, lien/debt statement, a complete Building Check & Job Order form/site-specific audit, complete material cost information, funding source designation, final quality control inspection and client release
- 3. Client certification and prioritization system
- 4. Inspection/quality control systems
- 5. Subcontracting system
- 6. Review of goals for serving elderly, disabled, Native Americans, and renters
- 7. Review of procurement systems

A minimum of 20 client files of all DOE and LIEAP units completed in the twelve months prior to the formal monitoring visit will be examined. Monitors will review subgrantee management systems to ensure compliance with rules, regulations, and mandated file documentation. Material records shall be examined and inventory will be inspected to verify the adherence to Federal specifications. The financial review will encompass the examination of all completed programs not previously reviewed.

A report will be prepared detailing the monitoring findings along with recommendations for subgrantee improvement. The Energy Office is interested in affecting corrective actions identified in formal monitoring as soon as possible. Thus, the problem(s) is described in a formal monitoring report sent to the subgrantee executive director and the board president. The subgrantee is given thirty calendar days to respond to the formal monitoring report. The plan for corrective action must include steps to be taken to correct the problems identified during the monitoring. Compliance with Energy Office directives and the subgrantee's plan of action are closely scrutinized during subsequent formal monitoring.

Informal monitoring consists of the inspection of recently weatherized houses. Some subgrantees are monitored each month, while others are monitored more infrequently. In a typical year, 20-25 percent of all homes weatherized receive an inspection by state field monitors.

# III.6.4 Training and Technical Assistance Approach

The Energy Office believes strong internal systems, oversight, training and technical assistance are essential to enable subgrantees to achieve the objectives of the Weatherization Program. The Training and Technical Assistance budget and narrative contained in the Annual File reflects this philosophy and will insure quality weatherization work and adequate financial and programmatic management controls.

# III.6.5 Energy Crisis Plan

Nebraska will not use any grant funds for energy crisis relief during the 2011 Program Year.

### III.6.6 Reweatherization

Homes weatherized on or before September 30, 1994 are eligible to be reweatherized. No more than 10% of a subgrantee's DOE completions may be reweatherized units without approval from the Nebraska Energy Office.

# III.6.7 Prioritization of Single Family Homes and High Energy Users

Single family homes remain the primary target of the Nebraska Weatherization Assistance Program. Subgrantees have been authorized to develop procedures to prioritize client households based on their energy burden.

# III.6.8 Liability Insurance

Subgrantee must obtain pollution occurrence insurance coverage for their agency. Subgrantees that employ private contractor labor to perform Weatherization services must ensure that each private contractor is adequately insured, including pollution insurance coverage.

# III.6.9 Investment in Multi-family Projects

The total amount of funds that can be invested in a multi-family project is determined as follows: Multiply the total number of income-eligible units in the multi-family building by the current statewide average cost per unit. The total is the maximum amount of DOE funding available to weatherize the building. All units in the building can be served and all units should be reported to DOE. Sub-grantees must submit multi-family projects to the Energy Office for review and approval before work begins and costs are incurred. The Energy Office reviews the proposed project and submits to the U.S. DOE Program Office for final approval.

# III.6.10 Savings to Investment Ratio

An SIR of 1.0 or greater means that the expected energy savings from installing the measure is equal to or greater than the initial cost of installation. All measures with an SIR of 1.0 or greater must be installed.

When a SIR of 1.0 is not reached, the measure *may* be completed and paid for *partially* with WAP funds by prorating the cost based on the SIR. For example, if an energy-related measure achieves an SIR of .70, WAP funds may only be used to pay for 70 percent of the cost of that measure, and 30 percent of the cost must come from another non-WAP source of funding. Note: *Funding cannot be solicited from an income-eligible homeowner. Homeowners cannot contribute funds to pay the difference for a measure with an SIR of less an 1.0.* 

# III.6.11 Opting Out or Skipping Cost-effective Weatherization Measures

Completion of all measures with an SIR of 1.0 or greater is required. All energy-savings measures must be considered and ranked in order of descending SIR. *The higher the SIR*, *the higher the priority*. No measure may be skipped in order to complete a measure with a lower SIR. In other words, measures may not be skipped and/or clients cannot 'opt' out of a measure.